

LOCAL AGENCY CHECKLIST

PLANNING FOR PROVIDING BREAST PUMPS

TASK	✓	COMMENTS
Develop written criteria for eligibility of client to receive a pump. <ul style="list-style-type: none"> • What kind of pump? • What kind of kit? 		
Review samples and finalize local agency forms <ul style="list-style-type: none"> • Inventory • Distribution • Release form • Method to record in client's chart • Others, as needed 		
For rental grade electric breast pumps: <ul style="list-style-type: none"> • Add to WIC inventory • Request WIC ID sticker • Verify local agency insurance coverage • Develop loan agreement 		
Develop plan for ordering, distribution, inventory and storage of breast pumps and kits at agency and clinic sites.		
Develop a plan for client education and follow-up. How will it be conducted? when? and by whom?		
Conduct orientation for staff on: <ul style="list-style-type: none"> • Eligibility • Forms • How to demonstrate assembly, use and cleaning to clients, and how to teach hand expression • Medicaid reimbursement of breast pumps 		
Develop an evaluation plan		